

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Maintenance Supervisor I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Plans, assigns, and directs the work of audiovisual, maintenance, and housekeeping staff. Contacts contractors to perform mechanical operations of the facility, and maintains contracts.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages staff by interviewing and making hiring recommendations, assigning tasks to departments, reviewing completed jobs, conducting performance reviews, and addressing the concerns and suggestions of staff.
2	L	Manages facility repairs by initiating repairs to equipment, installing electrical devices, conducting inspections, managing inventory and making purchases, setting priorities for work requests, allocating personnel and resources, assisting with compiling costs for the budget, preparing building and personnel for emergencies, and making emergency repairs.
3	S	Maintains contracts by writing and managing price agreements, and scheduling and approving work and payments to vendors.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Three years experience as a Maintenance Technician or Supervisor.
Certifications and Other Requirements	Valid Driver's License, HVAC Certification
Reading	Work requires the ability to read daily task sheets, manuals, instruction booklets, blueprints, code requirements, memorandum, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, work orders, summaries, letters, memorandum, and general correspondence.
Managerial	Managerial responsibilities include developing long term and daily planning, managing resources, and having the ability to identify, manage, coordinate, and execute special repair projects and building upgrades.
Budget Responsibility	Performs research for documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Equipment inspections, on-site meetings
Sitting	F	Desk work, computer, meetings, driving
Walking	F	Checking facility operations, to/from work sites
Lifting	O	Equipment, tools, supplies
Carrying	O	Equipment, tools, supplies
Pushing/Pulling	O	Equipment, tools, supplies
Reaching	O	Equipment, tools, supplies
Handling	O	Equipment, tools, supplies
Fine Dexterity	O	Computer keyboard, writing, conducting repairs
Kneeling	O	Working on equipment, job inspections
Crouching	O	Working on equipment, job inspections
Crawling	R	Working on equipment, job inspections
Bending	O	Working on equipment, job inspections
Twisting	O	Working on equipment, job inspections
Climbing	F	Stairs, ladders, job inspections
Balancing	O	Stairs, ladders, job inspections
Vision	C	Job inspections, making equipment repairs, driving, computer monitor
Hearing	C	Communicating with personnel and general public, on telephone, meetings
Talking	F	Communicating with personnel and general public, on telephone, meetings
Foot Controls	R	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Meters, drills, power saws, sanders, vehicles, computer, printer, standard Microsoft Windows and Office software, Internet / Intranet, Outlook, QBIC Work Management Tracking System

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	M
Chemical Hazards	M	Extreme Temperatures	S
Electrical Hazards	M	Noise and Vibration	M
Fire Hazards	M	Fumes and Odors	N
Explosives	N	Wetness/Humidity	S
Communicable Diseases	M	Darkness or Poor Lighting	M
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	X
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)